

**BY ORDER OF THE COMMANDER**

**70TH INTELLIGENCE WING**

**INSTRUCTION 33-105**

**9 AUGUST 2002**

***Communications and Information***

**PROGRAMS AND REQUIREMENTS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**NOTICE:** This publication is available digitally.

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Pages: 16

Distribution: L

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This publication implements Air Force Policy Directive 33-1, *Command, Control, Communications, and Computer (C4) Systems*. It implements guidance and policy for the 70th Intelligence Wing (70 IW) Communications and Information Division and subordinate units. It outlines 70th Intelligence Wing, Group, and Squadron-level responsibilities regarding Command, Control, Communication and Computer/Information Technology (C4/IT) requirements and program management in accordance with AFI 33-103, *Requirements Development and Processing*, and AIAI 33-104, *Planning and Implementation*. For purposes of this instruction, C4/IT refers to common-user IT and/or office automation systems. Intelligence mission systems guidance is covered under separate AIA instruction. This publication does not apply to Air National Guard or Air Force Reserve Command units or members.

## **1. C4/IT Requirements Management.**

1.1. **General Information.** AF Form 3215, **Information Technology/National Security Systems (IT/NSS) Requirements Document**, is the 70 IW method of submitting C4/IT requirements for implementation. When obtaining technical solutions and costing or procuring information technology, units will ensure requirements of the National Security Agency (NSA) Enterprise Solutions (NES) Baseline, Defense Information Infrastructure Common Operating Environment and Air Intelligence Agency (AIA) Enterprise Solutions (AES) Baseline are consulted.

1.2. **Roles and Responsibilities** . The local communications unit shall serve as the Communications Systems Officer (CSO) for provided C4/IT services. 694th Support Squadron will serve as the CSO for 70 IW staff. C4/IT requirements requiring AIA, 690th Computer Support Squadron (690 CSS), or other outside support shall be validated and prioritized by HQ AIA/DOQ. This does not apply to routine, day-to-day requirements which can be satisfied locally.

1.3. **Wing Responsibilities.** 70 IW/SC will provide for oversight, validation, and advocate subordinate unit C4/IT requirements. All system acquisitions directed by NSA or National Reconnaissance Office (NRO), and going to AIA field sites will be managed and processed by the Air Force Cryptologic Office (AFCO).

1.3.1. Consolidate C4/IT requirements and pursue funding for wing initiatives. Advocate for IT refresh and sustainment by coordinating requirements with AIA/DOQ to leverage the AIA Corporate Process.

1.3.2. Validate 70 IW staff or subordinate unit C4/IT requirements and coordinate them with AIA. C4/IT requirements needing higher headquarters funding, validation, technical solution and costing, engineering and installation support, or formal approval will be forwarded to 70 IW/SCP for coordination and continued processing.

1.3.3. Coordinate funding for validated C4/IT requirements. Develop prioritized un-funded C4/IT requirements lists in accordance with the schedule at [Attachment 2](#). 70 IW/SCP will consolidate and advocate un-funded C4/IT requirements to 70 IW/FM, 70 IW/CC, and higher headquarters.

1.3.4. Maintain a database and monitor C4/IT requirements. The AIA Workload on the Web (WOW) database shall be used to track requirements documents sent to AIA or 690 CSS for technical solution or implementation. C4/IT requirements document files will be maintained for each Group-submitted or 70 IW-developed (wing-wide impact) requirements.

1.3.5. Conduct unit site visits to provide assistance and guidance to ensure C4/IT infrastructure is available to support present and future needs. Site visits may be part of the regularly scheduled Staff Assistance Visits (SAVs) or in conjunction with AIA Infrastructure Facilities Assessment Team (IFAT) visits. C4/IT shortfalls identified in SAVs or IFAT visits will be documented on AF Form 3215 as priorities are determined by the site commander.

1.3.6. 70 IW C4/IT Architecture Office (70 IW/SCS) shall coordinate on C4/IT requirements to ensure compliance with architecture plans and standards. Ensure units are utilizing and updating the Systems Integration Management Database (SIM/DB)/Architecture and Integration Tool (AIT).

**1.4. Group Responsibilities.** Collect, review, prioritize, process and recommend technical solutions for Group C4/IT requirements. Each Group provides oversight and guidance to their respective subordinate units. These responsibilities may be delegated to the Support Squadron SC function. Coordinate and advocate C4/IT requirements to 70 IW/SC to ensure compliance with the established architectures, life-cycle support, and continued processing for technical solutions and funding.

1.4.1. Review C4/IT requirements documents for validity, accuracy, and applicability. Where applicable, coordinate requirements with the supporting base communications unit. Ensure compliance with applicable NSA, AF, or AIA software and hardware standards.

1.4.2. Maintain a database of unit C4/IT requirements. The AIA WOW database shall be used to track requirements documents sent to AIA or 690 CSS for technical solution or implementation. Locally submitted requirements documents shall be tracked via local database.

1.4.3. Ensure NetViz/SIM DB tool is consistently maintained. Update NetViz/SIM DB tool upon receipt of valid C4/IT requirements and subsequent installation actions.

**1.5. Unit (Wing/Group/Squadron/Customer) Responsibilities.** Identify, coordinate, and submit C4/IT requirements to the supporting communications and information element in accordance with AFI 33-103 and local guidance. Identify a C4/IT requirements point of contact and provide clear, concise information on requirements documents to assist in providing accurate technical solution and costing.

## 2. Communications and Information Program Management.

2.1. **General Information.** The Communications and Information Program Management functions include oversight and management of C4/IT budgets, support agreements and operational plans, communications and information manpower or any other downward-directed C4/IT programs.

2.2. **Wing SC Responsibilities.** 70 IW/SC will serve as the focal point for providing wing-wide management oversight, review, and evaluation of C4/IT programs.

2.2.1. Provide oversight by studying and analyzing impacts of wing-wide C4/IT programs to ensure integrity of actions relating to those initiatives. Ensure review of C4/IT capabilities and requirements from a managerial, operational, and resource perspective, evaluating programs to minimize duplication.

2.2.2. Provide information to higher headquarters in response to C4/IT data calls and program reviews. Validate and consolidate unit inputs to downward-directed data calls.

2.2.3. Oversee implementation and integration of new C4/IT programs as directed by higher headquarters. 70 IW/SCP will appoint a wing-level program manager for wing-wide C4/IT programs.

2.2.4. Maintain standardized Program Folders (6-part folders) and documentation via official file plans on major wing-wide C4/IT programs.

2.2.5. Review Support Agreements, Memorandums for Agreement (MOAs), Memorandums of Understanding (MOUs), Service Level Agreements, and Operational Plans to determine impact on unit C4/IT assets and capabilities. Resolve associated shortfalls and coordinates Support Agreement and Operational Plan updates with 70 IW/XP.

2.2.6. Coordinate with 70 IW/FM on wing-wide C4/IT funding issues. Maintain and advocate Wing C4/IT Budget Estimate Review (BER) and Sensor Bus (SB) requirements lists.

2.2.7. Ensure subordinate units maintain a site IT manpower baseline in accordance with the NSA IT Manpower Standard.

2.3. **Group Responsibilities.** Serve as the focal point for providing oversight, program review and evaluation of C4/IT programs for Group and subordinate units.

2.3.1. Implement and integrate new C4/IT programs as directed by higher headquarters. Provide technical assistance, information crossfeed, staff assistance, and standardization to subordinate units.

2.3.2. Communicates and advocates Group-wide C4/IT funding priorities. Maintains Group-wide C4/IT Budget Estimate Review un-funded and Sensor Bus requirements lists.

2.3.3. Coordinates on Support Agreements and Operational Plans which have direct impact on the Group or subordinate units. Identifies significant C4/IT shortfalls to Wing SC and XP functions.

2.3.4. Participates in local host Base Support Planning (BSP) process as per AFI 10-404, *Base Support Planning*. Identifies required C4/IT support and significant shortfalls to local base support elements. Elevates C4/IT shortfalls that cannot be resolved locally to 70 IW/XP and 70 IW/SCP.

### 3. C4/IT Project Management.

3.1. **General Information.** HQ AIA, AFSCO, 70 IW, NSA, 690 CSS, Group, local base communications units, contractors, or any combination may be responsible for C4/IT project management. All system acquisitions directed by NSA, NRO or AIA requiring engineering and installation (E&I) support shall be processed in accordance with AIA 33-series guidance. 70 IW and subordinate unit C4/IT projects shall be implemented in accordance with requirements identified in AFI 33-104 and AIAI 33-104. 70 IW and subordinate unit C4/IT project managers shall utilize the Project Management Checklist ([Attachment 3](#)) to ensure minimum task oversight. Project Support Agreements ([Attachment 3](#)) or equivalent document shall be developed by the implementing agency for each C4/IT project.

#### 3.2. Roles and Responsibilities.

3.2.1. **Project Manager.** Project management begins when a requiring agency submits a requirements document and ends with the completion of an AF Form 1261, **Command, Control, Communications and Computer Systems Acceptance Certificate**. Regardless of higher headquarters project manager assignment, a local SC project manager shall be assigned to oversee site C4/IT project implementation.

3.2.2. **Wing SC Responsibilities.** Provides policy, guidance, and oversight of 70 IW C4/IT Projects. Assists subordinate units with C4/IT project management upon request.

3.2.2.1. Assign a Project Manager for 70 IW (wing-wide) C4/IT projects. This does not include NSA or AIA mission systems. AFSCO provides project management for all system acquisitions directed by NSA or NRO and going to AIA field sites. A 70 IW/SC representative will attend AFSCO Project Management Reviews (PMR) to monitor status and impact of NSA mission systems on unit C4/IT infrastructures. C4/IT project folders will be developed and maintained for wing-wide or 70 IW/SC initiated projects.

3.2.2.2. 70 IW C4/IT Architecture and Security Office (70 IW/SCS) shall ensure wing-wide or group-level C4/IT projects are consistent with 70 IW and higher headquarters architectures.

3.2.2.3. Brief the 70 IW Commander and key staff on status of major C4/IT projects. Utilize Special Topics Briefs, Information Technology Working Group (ITWG), and Corporate Boards as means to keep the commander and key staff informed of C4/IT project status and associated impact on IT infrastructure.

3.2.2.4. Coordinate with 70 IW/XP, Civil Engineering representative, on major construction and renovation projects to identify C4/IT impacts or associated IT support required.

3.2.3. **Group Responsibilities.** Provides management of Group or subordinate unit C4/IT projects. Assists subordinate units with C4/IT project management as necessary. Assigns a Project Manager for those projects implemented at Group-level or below.

3.2.4. **Requiring Activity Responsibilities.** 70 IW requiring activities shall appoint a project monitor whose duties should include receipt, storage, and accountability of project materials, confirming allied support completion, and assisting implementing agencies as per AIAI 33-104, Chapter 5. Requiring activities shall coordinate with AFSCO and 70 IW agencies to address known and unknown impacts to site cryptologic/IT acquisition activities and ensure associated logistics support (materials, manpower, training, etc) is programmed prior to system installation and accep-

tance. Requiring activities shall take part in any C4/IT project test and acceptance inspections and sign AF Form 1261 as appropriate.

**4. C4/IT Programs and Requirements Management Oversight.** 70 IW/SC will provide oversight of Group SC (or supporting Support Squadron SC) functions. Group Communications and Information Divisions shall provide equivalent oversight to subordinate units.

4.1. **Staff Assistance Visits (SAV)** . SAVs to Group/Support Squadron SC's will be conducted at least every 12-18 months in accordance with 70 IW 90-series guidance. Inspection checklists (ACC and AIA Compliance and Standardization Requirements Lists (C&SRLs)) will be utilized to conduct SAVs. When conflicts exist between Air Force, Air Combat Command (ACC), AIA, or NSA guidance, AIA/DOQ will be consulted to resolve the issue.

4.2. **Data Calls** . 70 IW/SC will request C4/IT data calls on a recurring basis. Formal requests for data will be made via formal message traffic when time permits. Otherwise e-mail requests will suffice. Unit SC's shall respond directly to 70 IW/SC on all Programs and Requirements data calls. If tasked directly by another agency (ACC, AIA, NSA, etc), courtesy copy 70 IW/SC on all replies.

4.3. **Communications** . 70 IW/SC will utilize a variety of methods to maintain consistent communication with and oversight of subordinate units. 70 IW/SC will utilize NIPRNET, SIPRNET, and NSA-Net (SCI) and corresponding web pages to provide pertinent Programs and Requirements information to subordinate groups. 70 IW/SC will review Group Workcenter Activity Reports (WARs) and follow-up on any pertinent C4/IT Program and Requirements issues of note. Video and/or Audio Teleconferences will be used when necessary to save time and costs of site visits.

JAMES O. POSS, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-101, *Communications and Information Management Guidance and Responsibilities*  
AFI 33-103, *Requirements Development and Processing*  
AFI 33-104, *Base-Level Planning and Implementation*  
AIAI 33-102, *Engineering and Installation Standards*  
AIAI 33-104, *Planning and Implementation*  
AIAI 33-105, *Enterprise Architecture Planning*  
AIAI 33-106, *ALA Configuration Management*  
AIAI 33-111, *Enterprise Interoperability*

***Abbreviations***

**ACC**—Air Combat Command  
**AES**—Air Intelligence Agency (AIA) Enterprise Solutions  
**AFCO**—Air Force Cryptologic Office  
**AIT**—Architecture and Integration Toolset  
**BSP**—Base Support Planning  
**BER**—Budget Estimate Review  
**C4/IT**—Command, Control, Communications, Computer/Information Technology  
**CSO**—Communications System Officer  
**EMSEC**—Emissions Security  
**E&I**—Engineering and Installation  
**IFAT**—Infrastructure and Facilities Assessment Team  
**IT/NSS**—Information Technology/National Security Systems  
**ITWG**—Information Technology Working Group  
**NES**—National Security Agency (NSA) Enterprise Solutions  
**NIPRNet**—Non-secure Internet Protocol Router Network  
**PMD**—Program Management Directive  
**PMR**—Project Management Review  
**PSA**—Project Support Agreement  
**SIM DB**—Systems Integration Management Database

**SIPRNet**—Secure Internet Protocol Router Network

**WAR**—Work Center Activity Report

**WOW**—Workload On The Web

### *Terms*

**Architecture**—A conceptual overview that depicts how the components of a system or program interrelate, interact, and/or interoperate with other systems or programs to satisfy mission needs. This definition applies to operational, systems, or technical architectures.

**C4 System**—An integrated combination of doctrine, procedures, organizational structures, personnel, equipment, facilities, and communications designed to support a commander's exercise of command and control through all operational phases.

**Communications Systems Officer (CSO)**—Identifies the supporting communications and information systems officer at all levels. At base-level, this is the commander of the communications unit responsible for carrying out base communications and information systems responsibilities. The CSO may also be the supporting Support Squadron SC function.

**Information Technology**—Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the executive agency. Includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources.

**Logistics Support**—The composite of all considerations necessary to assure the effective and economical support of a system throughout its programmed life cycle. Included are: supply support, maintenance planning, test and support equipment, transportation and handling, personnel and training, facilities, data and software.

**NetViz/SIM DB**—AIA preferred information technology and architecture depiction software tool used to document current and future IT infrastructures at AIA units.

**Program**—A program is a formally documented plan to acquire new, modified, additional, or expanded communications and information resources or to remove specified resources to satisfy a requirement. A program may include documentation prepared by a communications engineer that translates a requirement into data necessary to establish or change a communications and information system capability. Programs are broken into projects for implementation at a specific location.

**Project**—A temporary endeavor, undertaken to create a unique C4/IT product or service, usually planned, executed, and controlled by people and constrained by limited resources. A project has a date of commencement and a date of completion.

**Project Manager**—A single point of responsibility for a project. This function will vary in degree of responsibility from one organization to another. Personnel in this position oversee both the managerial and technical work performed to provide a C4/IT product or service.

**Requirements Process**—This three-step process identifies communications and information systems requirements, develops a technologic solution, and allocates resources.

**Sensor Bus**—IT Infrastructure funding provided by HQ AIA. Supports infrastructure such as hubs, switches, routers, and servers.

**Systems Architecture**—A description, including graphics, of the systems and interconnections providing for or supporting a war-fighting function. It identifies the physical connection, location, and identification of the key nodes, circuits, networks, war-fighting platforms associated with information exchange and specific system performance parameters.

**Technical Solution**—This detailed description of the communications and information systems solution uses the base infrastructure and complies with downward-directed architectures and standards. It identifies recommended acquisition methods and strategies, estimates one-time and recurring costs, and identifies manpower impacts.

**Unfunded Requirement**—Resources needed to perform C4/IT workload, missions, or projects that have competed for funding but have not been supported due to fiscal constraints, ceilings, etc.



## Attachment 2

## C4/IT REQUIREMENTS FUNDING MILESTONES

**A2.1. Table A2.1.** Provides an overview of key tasks and milestones to ensure 70 IW and subordinate unit un-funded IT requirements are identified, compete for funding, and procured in a timely manner. Each Group/Support Squadron Communications and Information Division (SC) shall provide information as noted.

**Table A2.1. C4/IT Funding Key Milestones and Timelines.**

Funding Milestone/ Drill	Cut-off Date(s)	Submitting Agency	Submit To
BER Submission (IT) Un-funded Next FY (3400 & 3080 Monies)	Sep of Each FY	373 IG; 543 IG; 694 IG Support SC element	70 IW/SCP; 70 IW/FM
BER (IT) Validation/Re-Attack	May and August of Each FY	373 IG; 543 IG; 694 IG Support SC element	70 IW/SCP; 70 IW/FM
SENSOR Bus – Current FY (IT) Requirements Update	May and August of Each FY	373 IG; 543 IG; 694 IG Support SC element	70 IW/SCP; 70 IW/FM
SENSOR Bus – Next FY (IT) Requirements	Sep of Each FY	373 IG; 543 IG; 694 IG Support SC element	70 IW/SCP; 70 IW/FM
70 IW ITWG Un-funded Prioritization	Quarterly; NLT 15 Aug of Each FY	70 IW/SCP	70 IW ITWG; 70 IW/ FM
Prepare (draft) (IT) Procurement Docs	By 15 Jul of Each FY	373 IG; 543 IG; 694 IG; Support SC element	Finance or Contracting Office
FY EOY (IT) Funding Executed	1-30 Sep of Each FY	373 IG; 543 IG; 694 IG Support SC element  70 IW/SCP	Finance or Contracting Office; Group/Wing FM
POM Out-Year Submission	Sep Each FY	373 IG; 543 IG; 694 IG Support SC Element;  70 IW/SCP	70 IW/SCP; 70 IW/XP

**A2.2.** 70 IW guidance for requesting and obtaining funds for IT requirements.

A2.2.1. In order to initiate a programmed requirement or obtain dollars for an un-programmed requirement Group SC's shall ensure 70 IW/SCP has a copy of all IT requirements which must compete for AIA or higher headquarters funding. AIA requires submission of AIA Form 89, AIA Potential Requirement, to compete for funding/support.

A2.2.2. To identify your requirement to the AIA Corporate Process utilize AIA Form 89, along with a AF Fm 3215, *IT/NSS Requirement Document*, technical solutions and costing (with accurate cost estimates to include material, manpower, recurring cost, etc.), and any planning documents such as a Concept of Operations (CONOPs), implementation plans, or Program Management Directives (PMDs).

A2.2.3. C4/IT requirements which are not funded through annual BER submissions will rely on End-of-Year (EOY) fallout dollars. When relying on EOY fallout dollars, units must demonstrate the ability to execute the dollars on a moments notice. Technical solutions and costing shall be completed and a method of procurement identified prior to EOY fallout funds becoming available.

## Attachment 3

## C4/IT PROJECT MANAGEMENT – 70 IW PROJECTS

## A3.1. Project Management.

## A3.2. C4/IT Project Number Assignment - 70 IW Projects

A3.2.1. Project numbers will be assigned to wing-wide or 70 IW initiated C4/IT projects. Project numbers shall be assigned when an identified C4/IT requirement needs outside support, supports a great number users or functional areas, or is large enough in scope to require project management oversight (large dollar figure, mission impact projects). A project number is not needed for routine IT requirements such as desktop or office automation software purchases, single network drop installations, single telephone, fax machine, printer, or similar requirements. The following project number scheme will be used to track projects (See [Table A3.1.](#)).

Table A3.1. 70 IW Project Number Components.

Sequential Number	001-999
Commodity	OR-Organizational Relocation IU-Infrastructure Upgrade NM-Network Migration SD-Software Development CU-Command Unique MS-Mission System SB-Sensor Bus OT-Other
Fiscal Year	02 (03, 04, etc)
Classification of Project	TS-TS/SCI/NSANet S-Secret/SIPRNET U-Unclassified/NIPRNET
Location Designator	MI-373 IG/MCOC/Misawa MR-543 IG/MRSOC/Medina GR-GRSOC/Ft Gordon MD-694 IG/70 IW/Ft Meade

**Example:** 001NM02SMD. Read: First Project Number of Fiscal Year; Network Migration (SIPRNET); Initiated in FY02; Secret Classification (SIPRNET); at Ft Meade.

**A3.3.** Locally assigned C4/IT project managers are responsible for maintaining C4/IT project folders. C4/IT project folders shall be accomplished to provide project tracking from requirements phase through to project implementation. Recommended format for 6-part project folders is: Part 1- Requirements/Pro-

gram Directives/Source Documents/Review Sheet; Part 2-Technical Solution and Cost Data; Part 3-Funding/Logistics Support; Part 4- General Correspondence; Part 5- Implementation Documents; Part 6-Tech/Test/Acceptance Documents.

**A3.4. C4/IT Project Management Checklist.** 70 IW C4/IT Project Managers shall utilize the attached checklist as a guide for C4/IT project management. File this checklist in the C4/IT Project Folder, Part 1.

**Figure A3.1. 70 IW C4/IT Project Management Checklist.**

Project # and Short-Title:				
Customer/Requesting Activity:				
Task	Yes	No	N/A	Date
Requirement Reviewed and Approved				
Establish project folder				
Project Reviewed by HHQ Programs and Requirements?				
Project Reviewed by AFCO/AQ/SC?				
Project Reviewed by HHQ Architecture Section?				
Technical Solution/Method of Implementation Identified				
Responsible Agent:				
Solution received/Method approved by:				
List of Materials (LOM) Established				
Project Costs Determined/Tracked				
Validation/Approval to Proceed				
Technical Solution/Notification of Method sent to customer				
Coordinated with affected work centers				
Customer concurrence				
Funding approved by:				
PM permission to proceed given by:				
Project Implementation				
Pre survey meeting required?				
Project Timeline Established and Coordinated				
Site Survey required				
Site Survey prep completed				
Site Survey complete				
Receive project documents (PSA or equivalent)/solutions/installation tasks				
Coordinate project documents				
Concurrence received from all affected parties				

Project # and Short-Title:				
Customer/Requesting Activity:				
Task	Yes	No	N/A	Date
Project documentation/deliverables finalized				
PM permission to proceed/procure given by:				
Update AIT				
Operation Training Scheduled				
Logistics Support Coordinated with Group, Wing, HHQ				
Manpower Impact/Billets				
Logistics/Maintenance Training				
Follow-On Maintenance/Funding				
Technical Documentation				
Supply/Parts Support				
Allied Support Documents Submitted				
OT&E Plan Developed				
System Security Package (SSP) Developed				
Procurement				
Government Furnished Equipment purchase required?				
Order submitted to procuring agency				
Quote/estimate received from procuring agency				
PM permission for purchase given by:				
Procurement documents drafted (MIPR, 616, Form 9, etc.)				
Procurement documents certified				
Procurement documents forwarded to procuring agency				
Government Furnished Equipment ordered				
Government Furnished Equipment received				
Procurement documents finalized:				
MIPR acceptances received, forwarded to RA				
Invoices received, reviewed and signed				
Other method of purchase completed				
<b>Project Related Cryptographic Equipment</b>				
Equipment obtained/procured/accountability				
Responsible COMSEC custodian appointed				
Coordinate with COMSEC custodian for keying material				

Project # and Short-Title:				
Customer/Requesting Activity:				
Task	Yes	No	N/A	Date
Project Installation				
Pre Implementation Survey accomplished				
Required allied support accomplished				
Project materials on site and in working order				
Support arrangements made				
TDY orders				
Billeting				
Local briefings				
Clearances/Arrival messages forwarded				
Local Quality Control Inspection required?				
Local Quality Control Inspection accomplished?				
690 ALIS Quality Control inspection required?				
(NOTE: 690 ALIS provides own admin support for travel)				
Support arrangements made				
TDY Orders (funding only)				
Billeting				
Local Briefings				
690 ALIS Quality Control inspection accomplished				
Perform Operation Test; Document discrepancies on AF Fm 1261				
Out Brief scheduled with affected parties				
AF 1261/Acceptance Certificate drafted/coordinated				
Major and/or minor Exceptions noted with ECD				
Exceptions cleared				
AF 1261 signature for system certification				
<b>Project Finalization</b>				
Final C4/IT drawings received				
Project Folder Prepared for Historical File				
Follow up with customer for post installation feedback				
Document any concerns				
Forward to implementing agency or contracting				

**A3.5. 70 IW Project Support Agreement (PSA).** C4/IT Project Managers shall ensure PSA or equivalent documents are accomplished for C4/IT projects (See [Figure A3.2.](#) below). A PSA shall be developed for each C4/IT project requiring project management. For self-help projects, the installation activity in conjunction with the local project manager will develop the PSA.

**Figure A3.2. 70 IW Project Support Agreement (PSA) Template:**

FROM: *(The servicing implementing/engineering agency goes here)*

SUBJECT: *Project Support Agreement (PSA) for (Project #, short-title, and location)*

TO: *(To Requiring Activity; Supporting SC Project Manager)*

**1. Project Information.**

- a. Provide the purpose of the C4/IT project and related programs that may be directing the implementation.
- b. Authority for the project. Possibly downward-directed, approved requirement, P-Plan, etc.

**2. Site and Project Installation Data.** Contains site and project installation data. Identify facility space and locations needed to install C4/IT system(s). Provide associated drawings detailing current situation and after installation of planned C4/IT project drawings. Identify any specific physical or EMSEC security requirements.

**3. Customer Support Requirements.** Identifies any support required by the customer or requiring activity prior or during installation. May include local communications requirements needed prior to installation team start. Includes logistics support required to maintain life-cycle of system to include manpower impact, training requirements, maintenance concept, future year funding support, technical documentation, and impact to existing support agreements (service level agreements, memorandum of agreements, etc). Provide any associated drawings.

**4. Civil Engineering Support Requirements.** Identifies civil engineering, construction, renovation needed to support the C4/IT system. Identify electrical power requirements, facility grounding, real property construction, generator or facility uninterruptible power, environmental compliance, Heating, Ventilation, and Air Conditioning (HVAC), or other minor facility construction requirements. Provide any associated facility drawings detailing civil engineering requirements.

**5. Logistics Support.** Identifies logistics support required to maintain life-cycle of system to include manpower, training, maintenance concept, future-year funding support, technical documentation, and impact to existing support agreements (service level agreements, memorandum of agreements, etc).

**6. Base Support Requirements.** Identify local base support requirements such as C4/IT services, vehicle support, project material storage, supply support, system certification and accreditation requirements, or access to secure facilities requirements. Provide any associated drawings (communications-computer floor plans, cable plant, equipment rack, or wiring diagrams).

**7. Implementation Schedule Dates.** Identify major C4/IT project implementation milestones.

- a. The anticipated allied support completion date (ASC) for support covered in the PSA is (enter date).
- b. The anticipated team start date for project installation is (enter date).
- c. If the ASC date is changed, the customer must notify all interested parties and milestones adjusted.

8. **Funding.** Identify all known project costs by types of funds (3080, 3400, etc) and amount, funding source, procurement source and timeline.

9. **PSA Processing.** Upon signature of this PSA, the customer, base or support agencies, and implementing activity concurs with and agrees to the following project requirements:

- a. Equipment or facility site data per PSA Atch 1.
- b. All supporting requirements per PSA Atchs 2-4.
- c. Anticipated Allied Support Completion Date and Team Start Date.
- d. Installation will meet all security requirements (EMSEC, physical security, SCIF).

10. **Required Signatures.** Obtain PSA concurrence or comments for non-concurrence from requestor, implementing activity, engineer/technical solution provider, base support agencies (Civil Engineering, Security Forces, Supply, Transportation, Contracting, etc), and any other agency deemed necessary to ensure successful project implementation.